

# Prelicensing Guide

The following steps will be required in order for a Temporary License to be issued to your child care program.

## Attend a Prelicensing Workshop

Schedule available on DCDEE website <https://ncchildcare.ncdhhs.gov/> or 1-800-859-0829

## Begin **Building, Fire and Sanitation** Inspections

Always contact your local zoning office to find out about any zoning restrictions and requirements.

Some agencies require application and plan reviews before any construction begins. Contact each of the agencies responsible for these inspections very early in your prelicensing process to find out their specific requirements.

## Submit **Application, Floor Plan, Criminal Background Check Qualification Letter and Prelicensing Workshop Certificate** to Lead Child Care Consultant

Send these forms as soon as you have them completed. Your official prelicensing phase does not begin until these items have been received by the licensing consultant.

## Submit **Administrator Preservice Requirements form**

This form can be sent with the above forms, if an administrator has been selected. Otherwise, send this form to the licensing consultant as soon as the director has been hired.

## Schedule Rules Review with Lead Child Care Consultant

Must be completed BEFORE a license is issued to your program.

Allow 4-8 weeks for scheduling

## Begin selecting and purchasing materials and equipment

## Schedule Space, Materials and Equipment Inspection with Lead Child Care Consultant

Must be completed BEFORE a license is issued to your program.

Allow 4-8 weeks for scheduling

## Obtain final **Approved Building, Fire and Sanitation Inspections**

Submit all original copies to Child Care Consultant

## Complete any required training

CPR and First Aid Playground Safety  
ITS-SIDS BSAC

## Schedule final inspection with Lead Child Care Consultant

Allow 4-8 weeks for scheduling

## Temporary License Issued for 6 Months



March 2019